



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
NATIONAL INSTITUTE OF TECHNOLOGY GOA
Zuari Visitors Hostel
Requisition Slip for Booking Accommodation for Guests

Indentor's name		Mobile no :	
Department:		e-mail :	
Name of Guest(s)			
Address and Contact details of the Guest(s): (Provide separate list if no. of guest exceeds one)			
Expected arrival :	Time:	Date:	
Expected departure :	Time:	Date:	
No. of rooms required :			
Purpose of visit :			
Category (See adjacent page):	A/ B1/ B2/ C/ D		
Payment to be collected from:	Indentor/Guest/Others (Please specify):		

(Signature of the Indentor with date)	(Signature of HoD with date) Applicable for official purposes)
Verified by:	Approved/ Not Approved
(Facility Management Cell)	(In-charge, Zuari visitors hostel)
FOR OFFICIAL USE ONLY	

Note: The filled requisition slip should be handed over to Ms. Lata Kamalakar Patkar, Room No. 2, Ground Floor, Administrative Office, NIT Goa. Visitors must submit a copy of their photo identity card at the time of check-in.



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Annexure FC34.10

(A). DETAILS OF ROOM TARIFF:

TYPE	A	B1@	B2	C	D
CATEGORY					
Suit Room	NIL	2500/-	2500/-	3,500/-	4,500/-
Single Room (AC)	NIL	1,500/-	1,500/-	2,000/-	3,000/-

@ Approval for program/visit from appropriate authority is required.

Note: GST extra as per govt norms.

(B) DETAILS OF SERVICE TYPE / CATEGORY:

TYPE/ CATEGORY	DESCRIPTION	APPROVING AUTHORITY
A	Members of BOG/FC/ Senate and other Institute Guest. Ministry Committees/ Director of NITs. Guest invited by the Institute for academic or administrative Purpose including examiners/ selection committee members/ experts etc. Any other person approved by the Director or Registrar as An Institute Guest.	Director / Registrar
B1@	Experts/speakers/participants of seminar /STIP/conference/Workshop etc. Faculty/ guests invited for research projects joint Research consultancy etc. Company personnel coming for placement of NIT Goa	O/C FMC
B2	NIT Goa existing and retired faculty / staff for self or their family or relatives for Non-official use. NIT Goa students for self or for parents. (Through Dean (SW), Asso. Dean (SW) or Chief Warden). Alumni of NIT Goa (Through Dean (ARG)). > >	O/C FMC
c	> Government officers of other academic institutes/ > colleges/ university/ organization on official duty (not > related to NIT Goa). > Guest/ personal from industry/ institutes/ > colleges/universities/ organization signed MoU with NIT > Goa.	O/C FMC
D	> Guest not covered under category A to C recommended by NIT Goa faculty / staff.	O/C FMC

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REGISTRAR